



Instructions for Claiming Sales Tax Exemption

Tractor Tools Direct is required to collect sales tax from customers in certain states by default. Farm purchases are often exempt from sales tax in many states, but you must qualify to claim the exemption. States offer several different types of exemptions from sales tax, and each state is different. Check with your state's department of revenue or your tax advisor for details.

If you qualify for a sales tax exemption:

- Fill out a sales tax exemption claim form for your state. Check with your state to get the appropriate form, or ask a Tractor Tools Direct sales representative; they may be able to help (however, they cannot offer tax advice).
- Be sure to fill out the form completely and accurately.
- Return the form to us by either sending it in the mail, or by sending an electronic copy to info@tractortoolsdirect.com. Our address is:

Tractor Tools Direct, 800 S 9th St, Terre Haute, IN 47807

- We are required to file sales tax returns each month and tax exemptions must be resolved before each monthly deadline. Therefore, we must receive your exemption form **by the last day of the month** of your invoice date for it to be applied to your current order. Forms received after the end of the month will apply to future orders only.

If you have any further questions, please reach out to your sales representative. Thank you!